

**CIO Council**  
**Business Case Worksheet**  
**Knowledge Management Committee**

**Objective 1.0:** \_\_\_\_\_

The focus should be on identifying initiatives that will begin in FY2000 and FY2001. For these initiatives, the entire form should be completed. Sections A, C, D, and G should be completed for initiatives that will begin in FY2002 and later.

**Initiative 1.1:** \_\_\_\_\_

*Initiatives: Clearly defined projects with milestones that define what is to be accomplished, when it is to be accomplished, how much time and what resources are required, and who will be responsible. Taken together, initiatives deploy resources to accomplish the goals and objectives.*

**A. Brief Description of Initiative**

*Briefly address the who, what, where, when, how, and why of this initiative.*

---

---

---

**B. Associated Affinity Group(s) Activities**

*Briefly describe the actions by various affinity groups related to this initiative.*

---

---

---

**C. Milestone Schedule and Description**

*By fiscal year, include dates for initiative start, initiative end, key decisions, deliverables, and events. Identify who is responsible.*

---

---

---

---

*A business case is the business, economic, social, and regulatory motivations for pursuing the initiative; stated in terms of resource requirements, benefits, and risk. Articulates how initiatives support stated goals and objectives*

**D. Benefits**

*Describe how and how much the initiative contributes to the objective.*

---

---

---

**E. Measures**

*Quantify how you will know if this initiative has been successful. State the measure(s).*

---

---

---

**F. Risk**

*Briefly describe any risks associated with implementing this initiative.*

---

*Briefly describe any risks associated with not implementing this initiative.*

---

---

**G. Cost**

*How much will the resources required for this initiative cost?*

FY2000:

FY2001:

FY2002:

FY2003:

FY2004:

FY2005:

FY2006:

---

*A business case is the business, economic, social, and regulatory motivations for pursuing the initiative; stated in terms of resource requirements, benefits, and risk. Articulates how initiatives support stated goals and objectives*